

## eQuote to All Vendors in a Category

Users with eQuote permissions within the NC E-Procurement Service now have the option to send an eQuote to all suppliers within a category. Users can search for a list of suppliers based on selected categories and add the entire list of suppliers returned in the search to the eQuote.

Create eQuote: Select Suppliers

1 STEP 1: ENTER EQUTE INFO. 2 STEP 2: SELECT SUPPLIERS 3 STEP 3: REVIEW AND SUBMIT

**Search for a Specific Supplier**

Supplier Name\*

**Search for a List of Suppliers**

Category Selection\*

Second Level Category\*

Third Level Category\*

Rush Response ☐

**'Third Level Category' is now a required field.**

1. Create an eRequisition and click the 'eQuote' button on the 'Add Items' page.
2. Enter eQuote line item information and continue to 'Step 2: Select Suppliers.'
3. Select the appropriate first, second, and third level categories to return a list of suppliers.
4. Click 'Search'.

<input type="checkbox"/>	<a href="#">Five Star Hospitality &amp; Rest</a>			Chattanooga	TN	
<input type="checkbox"/>	<a href="#">Palos Sports</a>			Alsip	IL	
<input type="checkbox"/>	<a href="#">CHRISTAS COUNTRY CORNER</a>			NEWLAND	NC	Avery
<input type="checkbox"/>	<a href="#">Simply Screen Printing</a>			Fayetteville	NC	Cumberland
<input type="checkbox"/>	<a href="#">Educational Outfitters</a>			Greensboro	NC	Guilford
<input type="checkbox"/>	<a href="#">Fishduds</a>			Wilmington	NC	New Hanover
<input type="checkbox"/>	<a href="#">APPLE ROCK AD &amp; PROMOTIONS INC</a>			HIGH POINT	NC	Guilford
<input type="checkbox"/>	<a href="#">CRISTINA NATALE, INC.</a>			ELMONT	NY	
<input type="checkbox"/>	<a href="#">TABLES, CHAIRS &amp; STAGING</a>		✓	BURLINGTON	NC	Alamance
<input type="checkbox"/>	<a href="#">Graham Marketing Group</a>			charlotte	NC	Mecklenburg
<input type="checkbox"/>	<a href="#">US FITNESS PRODUCTS</a>			RALEIGH	NC	Wake


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**'Select All' will also deselect all vendors currently selected.**

5. Click 'Select All' to select all vendors within the category on the eQuote.

<input checked="" type="checkbox"/>	<a href="#">Palos Sports</a>			Alsip	IL	
<input checked="" type="checkbox"/>	<a href="#">CHRISTAS COUNTRY CORNER</a>			NEWLAND	NC	Avery
<input checked="" type="checkbox"/>	<a href="#">Simply Screen Printing</a>			Fayetteville	NC	Cumberland
<input checked="" type="checkbox"/>	<a href="#">Educational Outfitters</a>			Greensboro	NC	Guilford
<input checked="" type="checkbox"/>	<a href="#">Fishduds</a>			Wilmington	NC	New Hanover
<input checked="" type="checkbox"/>	<a href="#">APPLE ROCK AD &amp; PROMOTIONS INC</a>			HIGH POINT	NC	Guilford
<input checked="" type="checkbox"/>	<a href="#">CRISTINA NATALE, INC.</a>			ELMONT	NY	
<input checked="" type="checkbox"/>	<a href="#">TABLES, CHAIRS &amp; STAGING</a>		✓	BURLINGTON	NC	Alamance
<input checked="" type="checkbox"/>	<a href="#">Graham Marketing Group</a>			charlotte	NC	Mecklenburg
<input checked="" type="checkbox"/>	<a href="#">US FITNESS PRODUCTS</a>			RALEIGH	NC	Wake

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6. Click **'Add to eQuote'** to add the selected suppliers to the eQuote. Selected suppliers will display in the **'Suppliers Selected for eQuote'** section.

<input type="checkbox"/>	<a href="#">Cotton Locks</a>			Matthews	NC	Mecklenburg
<input type="checkbox"/>	<a href="#">Barre Army Navy Store</a>			Barre	VT	Other
<input type="checkbox"/>	<a href="#">Capital Promotions</a>			Raleigh	NC	Wake
<input type="checkbox"/>	<a href="#">DESTINATION ABOVE INC</a>		✓	Sylmar	CA	
<input type="checkbox"/>	<a href="#">SOUTHEASTERN FOAM COMPANY</a>			HIGH POINT	NC	Guilford
<input type="checkbox"/>	<a href="#">Promotional Creations</a>			Welcome	NC	Davidson
<input type="checkbox"/>	<a href="#">Advanced Advertising Specialty</a>			Traverse City	MI	
<input type="checkbox"/>	<a href="#">westernher</a>			Loveland	CO	
<input type="checkbox"/>	<a href="#">Logostitch, Inc.</a>			Hickory	NC	Catawba

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**Note:** The **'Delete All'** button removes all suppliers in the **'Suppliers Selected for eQuote'** section.

7. Once all suppliers are added to the eQuote, click **'Continue'** to review and submit the eQuote.

**Note:** Some category searches will result in a very large supplier set (e.g., 1,000 suppliers). Please be aware that sending an eQuote to a list of suppliers this large may affect system performance.